

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

April 16, 2008

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TITLE:	Child & Family Social Worker
POSITION NO:	70324
LOCATION:	Child & Family Services Division, Cut Bank
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 5
STARTING SALARY:	\$28,872 annually.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, April 30, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: This position is a modified position. Continuation of this position is based on available funding of the 2009 legislative session. A resume is due at time of application.

Work consists of regular contact with children and adults in the home setting. Clients may be hostile and pose a physical threat, may be under the influence of drugs and/or alcohol, or may possess weapons. The work is performed in settings in which exposure to blood-borne pathogens is possible.

The incumbent will be required to transport children and therefore, requires someone who can lift a minimum of fifty pounds, bend at the waist and twist.

Position requires maintaining a safe, appropriate vehicle, and insurance.

Applicant must have a valid driver's license and access to a vehicle. The successful applicant will be required to sign a Driving Release Record Form. May sometimes be on call 24 hours a day to provide services in emergency situations. Regular shifts may include nights and weekends.

TRAINING ASSIGNMENT: If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess a related Associate's degree and some related human service experience. Salary depends upon education and experience.

CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job. The department will also conduct a child protective services check to determine if the applicant has any involvement with the CPS system, which would be relevant to the position.

TYPICAL DUTIES: The incumbent will utilize a comprehensive family based skill set to achieve the following: 1) divert children from entering the foster care system, and 2) reduce the duration of stay in foster care. Services delivered to the family will be used to improve the safety concerns in a family whose children have been removed so that the children may safely be reunited and services will be used to ameliorate conditions that may lead to a removal of a child due to abuse and neglect. This position provides intensive in-home services to clients and to families; facilitates parent skill building classes; meets with community partners in an effort to coordinate services to clients and gain community connections for the purposes of serving families more effectively; testifies in court as needed; and performs investigative duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of the social work practice; effects of abuse and neglect; Montana human services agencies and services; cause, symptoms and common treatment methods of individual and family dysfunction; child development; and cultural norms.

Skills: Skill in organization; time management; the use of a computer; and proactive problem-solving and conflict resolution; and effective oral and written communication.

Abilities: Ability to work with hostile clients.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in human services field **AND** one year related human services experience.

Internship with Child Protective Services will be counted as direct experience (six months will be equivalent to one year of experience).

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. A resume.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such

accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.